



Department of Financial Services  
City of Frisco, Texas

## Memorandum

**To:** Honorable Mayor Maso and City Council Members

**Thru:** George Purefoy, City Manager  
Nell Lange, Assistant City Manager

**From:** Tom Johnston, Purchasing Manager  
Anita Cothran, Director of Financial Services

**Date:** October 24, 2008

**Subject:** Consider and Act Upon Award of RFP #0808-071, Heritage Center Event Coordinator, to Theresa Jo Reveal Shipman, and Approval of Resolutions Authorizing the City Manager to Execute an Agreement for these Services.

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**Action Requested:** City Council award of RFP #0808-071, Heritage Center Event Coordinator, to Theresa Jo Reveal Shipman, and approval of resolution authorizing the City Manager to execute an agreement for these services.

**Background Information:** Purchasing solicited RFP #0808-071, Heritage Center Event Coordinator. Proposals were received on 9/23/08 from Theresa Jo Reveal Shipman and Angela B. Martin. A committee of staff personnel evaluated the submitted proposals based on the evaluation criteria listed in the RFP, and conducted interviews. Staff is recommending Theresa Jo Reveal Shipman as the "Best Value" to the City.

**Board/ Citizen Input:** N/A

**Alternatives:** City Council could choose not to award at this time.

**Financial Considerations:** Contractor is paid as a percentage of revenue collected from the rental of the facilities.

**Legal Review:** Claire Swann of Abernathy, Roeder, Boyd & Joplin has reviewed the agreement and approved its form.

**Supporting Documents:** Department memo, resolution, and agreement